

IT'S ALL ABOUT  
**YOU**

## CONNECTING YOU TO RESOURCES WHEN FACING A LAYOFF

The Employment Transition Team is here to help you during this time of uncertainty by connecting you to current jobs, training opportunities, and other employment services. Our goal is to help you transition to employment as quickly as possible — but the work needed to get the job is up to YOU.

### PREPARE FOR YOUR NEXT JOB

- ✓ Learn about free public services available to you. Many are available today.
- ✓ Register with jobs.mo.gov to begin receiving job matches immediately!
- ✓ Dust off your résumé and update it. Check to see if you have an online presence by Googling yourself. Connect with employers by creating an account with sites like LinkedIn.
- ✓ Visit the Career Center and work with a career specialist to find the career path that is right for you.
- ✓ If you are unable to find a job after the layoff, you may need to file for unemployment benefits. Instructions are included on the insert of this folder.

### ONE-STOP JOB RESOURCE

**Your number one resource for reemployment is the Missouri Career Center.**

**The career specialists  
will help you:**

- Identify transferable skills through assessments
- Enroll in necessary workshops and refresher courses
- Connect with hiring employers and training opportunities

Career specialists can show you how to easily navigate through the thousands of jobs posted on jobs.mo.gov, Missouri's largest job bank. While searching for a job that works for you, we can help you tailor a professional, eye-catching résumé.

You will have access to computers, printers, copiers, scanners, fax machines, employer directories, and other resources to help you with your job search at no cost to you. Special assistive technologies are also available for people with disabilities.



**Ask how to earn a National Career Readiness Certificate. This credential is recognized by employers nationwide and can be a great way to market yourself!**

### TRAINING OPPORTUNITIES

By participating in training programs, you can get your foot in the door, show employers what you have to offer, and earn money, with the possibility that the job will turn into a full-time career. Classroom based occupational skill-training programs are also available.

**On-the-Job Training**— Participating businesses provide On-the-Job Training and workers receive wages and/or insurance benefits while learning new skills.

**WorkReadyMissouri**— Job seekers receiving unemployment can pair up with businesses looking for skilled workers. WorkReadyMissouri allows seekers the opportunity to receive training for up to six weeks, while continuing to receive unemployment benefits and a training allowance.

**Other Training Opportunities**— If you need occupational skill-training to earn a certificate, credential, or degree, we may have funds available for you to attend training through one of our approved providers. We also have several educational services available that can assist you. They offer a variety of workshops designed for laid-off workers to help with job search strategies.